

**Pre-Bid Conference Minutes
Whitefish Lake and Wayfarers State Parks
Recreational Bicycle Camping Project
FWP #7166601.A**

March 29, 2016
1:00 pm
Wayfarers State Parks
Near Bigfork, Montana

Attendees:

| <u>Affiliation</u> | <u>Name</u> | <u>Phone #</u> |
|----------------------------------|-------------------|----------------|
| Reed Mountain Construction, Inc. | Paul and Pam Reed | 406-722-0011 |
| Six Point Concrete | Steve Grover | 406-531-7331 |
| AGC, Inc. | Aaron Gunyon | 406-270-0394 |
| Design and Construction | Robert Parker | 208-610-3833 |
| Thompson Contracting, Inc. | Richard Thompson | 406-293-5392 |
| Cutting Edge Excavating, LLC | Mark Blanden | 406-253-3730 |
| JAG | Jason Long | 406-864-0888 |
| HRCC/JRCC | John Richards | 406-677-2344 |
| Stillwater Electric | Nathan Kopman | 406-253-4038 |
| Montana FWP | Jon Maxwell | 406-841-4002 |
| Larson Civil Engineering, LLC | Jeff Larson | 406-443-6111 |
| Montana FWP | Dave Landstrom | 406-751-4574 |
| Montana FWP | Amy Grout | 406-837-3041 |
| Montana FWP | Dave Bennetts | 406-751-4590 |
| Montana FWP | Steve Hebard | 406-751-4578 |

Introduction:

Jon Maxwell as the Project Manager representing Fish, Wildlife and Parks opened the meeting with introductions.

Information Presented by FWP:

- **Bid Date**
Bids will be opened on Wednesday, April 14th, 2016 at 3:00 p.m., at the Montana Fish, Wildlife and Parks, Design and Construction Section in Helena.
- **Mail Bid to:**
Address to mail bids is 1522 9th Avenue, PO Box 200701, Helena, Montana 59620-0701. Contractors were warned to send bids early. The State of Montana Mail Delivery system takes extra time for delivery.

- **Montana Gov Delivery:**

Bid documents are found on line at:

<http://fwp.mt.gov/doingBusiness/DesignAndConstruction/upcomingBidOpenings.html>

Sign up on our **Upcoming Bid Opening Page** to receive all changes to our website page. Receive e-mail notification of new projects, addendums, and pre-bid sign in sheets posted to our website. (Sign up under **Design & Construction**; if you sign up under Fish Wildlife & Parks it will give you everything happening in all of Montana Fish Wildlife & Parks).

- **Contractor Registration**

Contractor Registration with the Department of Labor and Industry is not required to Bid the project. However, registration is required prior to signing contracts.

- **Bid Package Submittal**

Bid shall include all items listed in instruction to bidders including:

- Sealed envelope with project description and address
- Bid proposal
- Bid security

Bids can be modified or withdrawn up to the bid opening.

- **Bid Bond – 10% of Total Bid**

Bid security may be in the form of bid bonds, cashier's check, certified check, or bank money order, payable to the State of Montana. Personal checks will not be accepted.

- **Performance Bond and Labor and Materials Bond**

The successful bidder will be required to provide a Performance Bond and a Labor and Materials Bond.

- **Insurance**

The successful bidder will be required to provide insurance as listed in the Contract Documents. Liability insurance shall be \$1 million per occurrence and \$2 million aggregate. Insurance must cover vehicles used by the company. Listing the State of Montana as additional insured is required.

- **Review Proposal Items**

Both Schedule 1, Whitefish State Park and Schedule 2, Wayfarers State Park will be awarded. Award will be made to the lowest responsible bidder.

- **Fish, Wildlife and Parks Supplied Materials**

FWP will provide the salvaged items listed in the plans.

- **Project Schedule**

Contract time is 40 calendar days. Contract time is split into two parts, 30 days to install all concrete, tent pads, water and electrical trenching, with another 10 days to install the picnic shelter. Work is expected to start in early May, as quickly as contracts can be signed. Liquidated damages are \$1,000 per calendar day.

- **Addenda**

No addenda have been issued to date. There are several potential addenda items including:

- Work restricted to between 8:00 am and 6:00 pm
- No work at Wayfarers State Park, weekend of May 21-22. These days will not count toward contract time.
- No work allowed on Memorial Day Weekend, May 28-30 at either park. These days will not count toward contract time.

Any addenda will be posted no later than 5 business days in advance of the bid opening, April 7th. Sign up on the Design and Construction website to receive notifications.

- **Interpretations and Substitution Requests**

Interpretations and substitution requests are due in writing, 10 calendar days before the bid opening, Monday, April 4th.

- **Montana Prevailing Wage Rates**

The project is subject to Montana Prevailing wage rates.

- **One Year Warranty**

The project is subject to a one year warranty period.

- **Payment**

Pay Requests will be processed on a 30 day frequency. The standard 5% retainage will be withheld until the project is accepted as final. All payments are subject to the 1% Department of Revenue withholding.

- **As-Built Drawings**

The Contractor will be required to maintain a set of As-Built drawings; they are considered to be a part of the Close-out documents.

- **Supervision**

The Contractor is required to have a qualified supervisor on-site during construction.

- **Federal Debarment Form**

A Federal Debarment form is not required for this project.

Information Presented by Larson Civil Engineering, LLC:

- **Site Responsibilities**

Staking is the responsibility of the Contractor. Contractors were warned to avoid excess construction disturbance and to limit themselves to a single access route in and out of the project area. Contractors were generally notified of environmental constraints and the need to clean equipment being brought to the site. Contractors were also notified that camping will be allowed only in non-fee areas and only with the permission of the Park Manager. This will be on the Ranger Station side of the Park at Wayfarers State Park. Camping may not be available depending on public usage.

- **Technical Specifications and Special Provisions**

- The Contractor is responsible for obtaining a building permit for the picnic shelters from the State of Montana. Picnic shelters must be designed for the loadings listed for each site in the Technical Specifications.
- Construction surveys are the responsibility of the Contractor. An electronic copy of the site plan(s) will be provided for use in developing staking notes. (Special Provision #5)
- The Contractor is responsible for providing weed control as defined in Special Provision #8.
- The Contractor is responsible for providing and maintaining sanitary facilities for employees. (Special Provision #12)
- Special Provision #14, Construction Scheduling Requirements, was emphasized.

Contractor Question and Answers:

Question: What is the Engineers Estimate?

Answer: It is on the website with the bid documents.

Question: Are we firm on the start date?

Answer: Yes, we want to start as quickly as possible.

Question: What is included in the building permit?

Answer: The picnic shelter.

Question: Can 4x4 tent pad edging lumber be spliced?

Answer: Yes, for longer sections over 14-feet long.

Question: Are utility locates required?

Answer: Yes.

Question: Can water and electrical installation be combined in the same trench?

Answer: No, install as shown on plans.

Question: Is concrete testing required?

Answer: Yes, as specified in the Montana Public works specification.

Question: Is there a required separation between the new water line and the force main?

Answer: No, because the water line is classified as a service. However 18-inches of vertical separation is preferred.

Question: What is the size of the force main at Wayfarers?

Answer: Size is unknown

Question: Can the Picnic Shelter be constructed by the Contractor, instead of using a premanufactured unit?

Answer: Yes, but the necessary engineering must be provided to obtain a building permit. Also, the finish system must meet specifications including the specified testing. All other specification must be met.

Question: Is the concrete section adequate at Whitefish Lake?

Answer: Bid the project based on the section shown in the plans. If changes are needed they will be determined during construction.

Question: Can brush be burned on site?

Answer: No.

Project Walkthrough:

Contractors were shown the project area at both Wayfarers State Park and Whitefish Lake State Park.